

School	Name: Helliy IVI. Plaglet Elementary School	LOC. #
represe applicate control at the Part for revie expendi will be r where p membe parent providin and acc in multi	Zulema C. Lamazares [Principal's Name], do he ntations made in this plan are true, correct, and consistent with the ple statutes, regulations, and procedures; administrative and programment and maintenance of records will be implemented to ensure proper accept and Family Engagement Program. All records necessary to substem by appropriate District, State and Federal staff for a minimum itures will be obligated on or after the effective date and prior to the temporated only as appropriate to this project and will not be used for morphibited. This plan has been jointly developed and agreed upon by res, etc.) in compliance with Title I Federal funding regulations. The and family engagement activities throughout the academic year and geommunication to parents and families in multiple languages, flexificommodations to parents and families with special needs. Additionally ple languages and make it accessible by making it available on our set PFEP is aligned to the School Improvement Plan (SIP) for the current	matic requirements; and procedures for fiscal accountability for the expenditure of funds on tantiate these requirements will be available of five (5) years. I further certify that all rmination date of the project. Disbursements natching funds on this or any special project, stakeholders (i.e., staff, families, community exchool will adhere to the plan of action for ad will ensure its transparency of efforts by ble meeting times, needs-based workshops, ly, the school will disseminate this document chool's website. The school will also ensure
	PARENT AND FAMILY ENGAGEMENT PLAN	ASSURANCES
	The school will be governed by the statutory definition of parent programs, activities, and procedures in accordance with the definitio Involve the parents of children served in Title I, Part A in decisions parental involvement are spent [Section 1116(a)(3)(b)];  Jointly develop/revise with parents the School-level PFEP, distribut make the plan available to the local community [Section 1116 (b)(1)] Involve parents, in an organized, ongoing, and timely way, in the plan under this part, including the planning, review, and improvement development of the schoolwide program plan under Section 1116(c). Use the findings of the Parent and Family Engagement Plan review and family engagement, and to revise, if necessary, the school's Parent Interview in the plan for Title I, Part A, developed under Section 1112, is not children, the school will submit parent comments with the plan whe Educational Agency (LEA) [Section 1116(b)(4)];  Provide each family with an individualized student report about the assessments [Section 1112(e)(1)(B)(i);  Provide each parent timely notice when their child has been assigned evel and subject area in which the teacher has been assigned provide each parent timely notice information regarding their right qualifications of the student's classroom teachers and paraprofession	about how Title I, Part A funds reserved for the it to parents of participating children, and it is, nning, review, and improvement of programs into of the School-level PFEP and the joint (3); to design strategies for more effective parent arent and Family Engagement Plan [Section of satisfactory to the parents of participating then the school submits the plan to the Local the performance of their child on the State and or has been taught for four (4) or more exercification or licensure requirements at the different professional to request information on the professional
	2 Amos C. Lamasana)	11/16/17

Signature of Principal or Designee

**Date Signed** 



#### MISSION STATEMENT

Parent and Family Engagement Mission Statement

To enhance parent and family engagement, access, and advocacy in order to build parents' and families' capacity for stronger parent, family, school and community engagement, in support of measurable improvement in student achievement.

Describe how the School-level PFEP is a shared responsibility and how parents/families will assist in providing high quality instruction for all learners.

Focus Area	Evidence	Date	
The School-level PFEP is a shared responsibility.	✓ The PFEP is jointly developed with, agreed upon with and distributed to all parents	Sept. 28, 2017	
	Conduct review meetings for parents and staff, before the end of the school year and prior to the final approval of the PFEP	Oct. 26, 2017	
	Other (explain)		
Parents/families will assist in providing high	✓ School-Parent Compact	Sept. 27, 2017	
quality instruction for all learners.	✓ Monitoring attendance	Ongoing	
	✓ Monitoring homework completion	Ongoing	
	Participation in decisions relating to the child's education	Ongoing	
	Other (explain)		

## INVOLVEMENT OF PARENTS

Describe how the school will involve parents and families in an organized, and timely manner in the planning, reviewing, and improvement of Title I programs including involvement in decision-making of how funds for Title I will be used [ESEA Section 1116].

Focus Area	Evidence	Date
Parents and families' involvement in the planning, reviewing, and improvement of Title	▼Title I Annual Parent Meeting	Sept. 27, 2017
I programs.	Other (explain below)	
Parents and families' involvement in the decision-making process of how funds for Title I will be used.	✓ Title I Annual Parent Meeting	Sept. 27, 2017
	✓ EESAC meetings	Ongoing
~	Other (explain)	

## COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS

Describe how the school site will coordinate and integrate parent and family engagement programs and activities. Describe how these activities will teach parents how to help their child(ren) at home [ESEA Section 1116].

Focus Area	Date	Explanation of how these activities help their child(ren) at home.				
Head Start		Voluntary Prekindergarten or VPK gives children a jump start by preparing them for school and				
HIPPY		enhancing their pre-reading, pre-math, language and social skills.				
✓ VPK	Daily					
✓Title III	Daily	itle III funds will be used to assist and evaluate English-language learners (ELL) in language				
Project Upstart  Migrant  Alternative Outreach		assistance programs to ensure their progress with respect to acquiring English proficiency and grade level content knowledge, exit ELL students from language assistance programs when they are proficient in English, and monitor exited students to ensure they were not prematurely exited				
		Other:		and that any doddonino donote mounted in the gange decision program and the gange decision pr		



### TITLE I ANNUAL PARENT MEETING

Describe the specific steps the school will take to conduct the Title I Annual Meeting to inform parents and families of participating children about the school's Title I Program. Include a description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance). Describe how the school will communicate topics such as school performance data, school choice, and the rights of parents at the annual meeting. Describe how the school site will document that the communication has been provided to stakeholders.

Activity/Tasks	Description	Evidence of Effectiveness	
Advertise (Before)	✓ Connect-Ed message(s) Apps ✓ Flyers sent via backpack ✓ Master Calendar Website ✓ School marquee ✓ School calendar/Newsletter Other:	Number of parents who attended the Title I Annual Meeting as evidenced by the sign-in sheet(s):	
Delivery (During)	✓ Title I PowerPoint (Program Overview, Budget Allocation, Curriculum) ✓ Consultation & Complaints ✓ PFEP, School-Parent Compact, & Parent Rights	Agendas, handouts, sign-in sheets, PowerPoint and implementation of knowledge gained	
Documentation (During)  Documentation (During)  Documentation (During)  Documentation (During)  Documentation (PM-6996)  Agenda(s)  Sign-in sheets  Parent Surveys  Images, photos of meeting		Agendas, handouts, sign-in sheets, PowerPoint, pictures parent input, DAC/PAC Representative Form (FM-6996) and implementation of knowledge gained	
Follow-Up (After)	✓ Compilation of survey results ✓ Meeting minutes ✓ PFEP ✓ DAC/PAC Representative Form (FM-6996) ✓ Monthly Report – Title I Annual Parent Meeting Attendance	Implementation of the survey results, review meeting minutes, creation of the PFEP, DAC/PAC Representative Form (FM-6996), and the Monthly Reoprt - Title I Annual Parent Meeting Attendance (2nd Cup of Coffee).	

### **FLEXIBLE PARENT MEETINGS**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening. Describe how the school will provide, with Title I funds, webinars, teleconferences, video conferences, or home visits, as such services relate to parent and family engagement [ESEA Section 1116].

Activity/Tasks	Person(s) Responsible	Meeting Time(s)	Description
✓ Morning Meetings (8:00 a.m. – 12:00 p.m.)  Afternoon Meetings (12:00 p.m. – 3:00 p.m.)  Evening Meetings (4:00 p.m. – 6:00 p.m.)	Ja'Shon E. Fayson, AP Jannet Sanchez, Counselor Leidyneth Jimenez de la Tor, CIS	8:30 am - 10:30 am	The Second Cup of Coffee is designed to provide educational excellence for our students by informing parents about the importance of their roles, uniting families and schools, and giving parents a fuller sense of their rights, responsibilities, and the educational opportunities available.
✓ Home Visits	Leidyneth Jimenez de la Tor, CIS	When Needed	The school will provide home visits to its families to ensure that the student has all necessary resources for the student's academic success.
Webinar			
Teleconference			1
Video Conference			
✓ Face-to-Face Meeting/Workshop	Ja'5hon E. Fayson, AP Jannel Sanchez, Counselor	8:30 am - 10:30 am	To provide parents information, resources and the ability to collaborate with the school.
Services:			
Child Care Transportation			
Other	131		



#### **BUILDING CAPACITY**

Describe how the school will implement activities that will build the capacity for meaningful parent/family involvement. Include a description of how the school implements activities that build relationships with the community in order to improve student achievement and what materials and trainings will be provided to assist parents/families to work with their child(ren). Provide details on how the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116].

Activity/Tasks	Person(s) Responsible	Resources/Materials Provided	Description of Implementation
The Parent Academy	Jannet Sanchez, Counselor	Ongoing	To provide parents information, resources and the ability to collaborate with the school.
✓ Agency Referrals	Jannet Sanchez, Counselor	Ongoing	Community stakeholders that are available to provide services that will assist the families and student achievement.
Community Partnership/Activities	Jannet Sanchez, Counselor Leidyneth Jimenez de la Tor, CIS	Ongoing	Community stakeholders that are available to provide services that will assist the families and student achievement.
District Advisory Council (DAC) General and Executive Board, Parent Advisory Council (PAC), Educational Excellence School Advisory Council (EESAC), and Title I Annual Parent Meetings	Dr. Corinthia Johnson, EESAC Chairperson Zulema Lamazares, Principal	Ongoing	The Educational Excellence School Advisory Council (EESAC) function is to bring together all stakeholders and involve them in an authentic role in decisions which affect instruction and the delivery of programs.
Parent & Family Engagement Workshops	Jannet Sanchez, Counselor Leidyneth Jimenez de la Tor, CIS	Ongoing	To provide parents information, resources and the ability to collaborate with the school.
Parent & Family Engagement Survey	Januet Sanchez, Counselor Leidyneth Jimenez de la Tor, CIS	Ongoing	Provide survey to parents on the needs assessment of their child and listen to their opinion on how the school can me their needs.
Other:			

#### STAFF DEVELOPMENT

Describe the professional development activities that the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders, and other staff with the assistance of parents/families that includes:

- How to value and utilize the contributions of parents/families;
- How to reach out to, communicate with, and work with parents/families as equal partners; and
- How to implement and coordinate parent/family programs and build upon bonds between parents/families and the school.

Activity	Activity Person(s) Parent/Family Engagement Focus Areas				Timeline	Evidence of Effectiveness	
Online PD: Building Relationships with Parents		Valuing and utilizing parent contributions		Master Plan Points			
✓ M-DCPS Meetings/Training/Workshops	Marilyn Fernandez, Curriculum Coach	Enhancing capacity to work with parents and families	Ongoing	Master Plan Points			
✓ CIS/CLS Orientation Meeting	Miami-Dade County Public Schools	Implementing/Coordinating parent/family programs	Ongoing	Agenda, sign-in sheets, handout, PowerPoint and implementation of knowledge gained.			
✓ CIS/CLS Training Sessions	Miami-Dade County Public Schools	Implementing/Coordinating parent/family programs	Ongoing	Agendas, handouts, PowerPoint and implementation of knowledge gained.			
How to Engage Hard to Reach Parents		Communicating with parents as equal partners		PowerPoint, follow-up activity and/or MPPs; sign-in sheets.			
Professional Learning Community/ School-based Project	Ja'Shon E. Fayson, AP Jannet Sanchez Counselor	Implementing/Coordinating parent/family programs	Ongoing	Sign-in sheet, artifacts (photos, Twitter, etc.)			
Other:		9 0 1	1				



#### OTHER ACTIVITIES

Describe other activities, such as the parent resource center, that the school will conduct in order to encourage and support parents and families in more meaningful engagement in the education of their child(ren) [ESEA Section 1116].

Content and Type of Activity	Person(s) Responsible	Parent/Family Engagement Focus Areas	Timeline	Evidence of Effectiveness
✓ Parent Resource Center/Area ✓ The Parent Academy DAC/PAC Meetings ✓ ESSAC Meetings ✓ Workshops ✓ Community-based Partnerships Other:	Zulema Lamazares, Principal Ja'Shon E. Fayson, AP Jannet Sanchez, Counselor Dr. Corinthia Johnson, EESAC Chairperson Leidyneth Jimenez de la Tor, CIS	✓ Curriculum ✓ Assessments ✓ Technology ✓ Social Media ✓ Parenting ✓ Data-Driven Instruction ✓ Parent Portal	Ongoing	Sign-in sheets, PowerPoint, agenda, photos, handouts, minutes, photos and social media

#### **ACCESSIBILITY**

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families. Describe how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families understand.

Accessibility Focus Areas	Accommodations	Person(s) Responsible	Timeline	Evidence of Effectiveness	
Language	✓ Translator ✓ Translated Materials Other:	Ja'Shon E. Fayson, AP Karina Granado, ESOL Chairperson	Ongoing	Bilingual material is evident in all educational resources and all materials that are spent home to the parents.	
	✓ Parking ✓ Ramp Sign Language Interpreter Other:	Zulema Lamazares, Principal Ja'Shon E. Fayson, AP	As needed	By following the Americans with Disabilities Act (ADA) we ensure accessibility to all areas of the building for people with disabilities. The ADA Standards establish design requirements for the construction and alteration of facilities subject to the law.	

#### COMMUNICATION

Describe how the school will provide timely information about the Title I programs. Describe and explain the curriculum at the school, and the forms of assessment used to measure student progress; the achievement levels students are expected to obtain; and identify students who are at risk of not meeting state standards on performance standards assessments. Describe how the school, if requested by parents, will provide opportunities for regular meetings in order to formulate suggestions and to participate, as appropriate, in decision-making related to the education of their child(ren). Provide a description of how the school will submit parents/family's comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116].

Communication Focus Areas	Content and Type of Activity	Date	Attendance	Evidence of Effectiveness
Title I	✓ Title I Annual Parent Meeting	Sept. 27, 2017	Sign-in sheets	
	✓ EESAC	Monthly	Sign-in sheets	
	Electronic Communication to Parents	Monthly	Sign-in sheets	Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	Mailout to Parents			*
	Title I Parent Newsletter	Monthly	Sign-in sheets	
	Other:			,
Curriculum	✓ FSA Night	Dec. 6, 2017	Sign-in sheets	Number of parents who attended the meetings
	☑Title I Annual Parent Meeting	Sept. 27, 2017	Sign-in sheets	as evidenced through the sign-in sheet(s).
	Science Fair/Night	Feb. 7, 2018	Sign-in sheets	



Communication Focus Areas	Content and Type of Activity	Date	Attendance	Evidence of Effectiveness
Curriculum (Continued)	Reading Under the Stars			Number of parents who attended the
	✓ Open House	Sept. 27, 2017	Sign-in sheets	meetings / activities as evidenced
	✓ EESAC	Ongoing	Sign-in sheets	through the sign-in sheet(s)
	✓ Student Backpack	Aug. 25, 2017	Sign-in sheets	
	✓ Website	Ongoing	Site's Counter	
	Other:	e e		
Assessment/Achievement	✓ Title I Annual Parent Meeting	Sept. 27, 2017	Sign-in sheets	
Levels	Open House Night	Sept. 27, 2017	Sign-in sheets	
	✓ EESAC	Monthly	Sign-in sheets	Number of parents who attended the meeting
	Response to Intervention (RtI)			as evidenced through the sign-in sheet(s).
	Links to websites Containing Assessment/Data Information			
	Other:			
Parent Concerns	✓ PTA/PTSA meeting	Monthly	Sign-in sheets	
	✓ EESAC meeting	Monthly	Sign-in sheets	Number of parents who attended the meeting as evidenced through the sign-in sheet(s).
	✓ Parent Survey			
	Other:			Parent Survey Compilation of Results.
	Parent/Teacher Conference	Weekly	Notes	
Attendance	Truancy Child Study Team	Monthly	Notes	Number of parents who participated in
	✓ Meetings with School Social Worker	Weekly	Notes	conference call(s) and/or attended the meetings, as evidenced through the sign-in sheet(s).
	Other:			

## **DISCRETIONARY ACTIVITIES (OPTIONAL)**

Describe any activities that are not required, but will be paid for through Title I, Part A funding (for example, home visits, transportation for meetings, activities related to parent/family engagement, etc.)

Discretionary Activities Focus Areas	Content and Type of Activity	Person(s) Responsible	Timeline	Evidence of Effectiveness
Transportation				×
Home Visits				
Literacy Training				
Community/Faith- based Organization Collaboration	, di			
Other	e	II	No. Cont.	de.



#### BARRIFRS

Provide a description of the barriers that hindered participation by parents during the previous school year. Describe the steps the school will take during the upcoming school year to overcome the barriers (with attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children) [ESEA Section 1116].

Barrier(s): check all that apply (Including the Specific Subgroup)	Plan of Action (Steps)
✓ Language	Language
	Teachers help students by using ESOL techniques such as highlighting and discussing academic vocabulary before introducing the lesson, providing the same material at differentiated reading levels, and by using clear, simple language when describing new concepts. One of the most important things a teacher can do to help language-minority students is to build relationships with her students and their families. This builds trust and respect, which is a necessary foundation for learning.
Disabilities	Disabilities
e s	
Transportation	Transportation
Child Care	Child Care
Unfamiliar with School System	Unfamiliar with School System
✓ Cultural Differences	Cultural Differences
	The school's staff will make the effort to get to know it's community through interactions with the families and the staff. This is done through the parent resource center, conferences, showcases and workshops. We constantly make great efforts to improve our connections with all stakeholders. We embrace the diversity of all and understand the importance of the school's role in educating the population.
✓ Economic Disadvantages	Economic Disadvantages
	The school provides free breakfast to all students and Free / Reduced Lunches to students that economically qualify. The school uses EESAC, Title I and Title III funds to provide educational support through the purchasing of resources / personnel that will enhance the student's educational experience.
Homelessness	Homelessness